

**Classification and Compensation Study  
Questions and Answers  
Regarding Concerns with Specific Classes**

Questions/Comments	Answers
<b>Thursday, March 22, 2007 1:00 pm City Hall</b>	
<ul style="list-style-type: none"> <li>- Tax Permit Representative is combined with Account Clerk I/II and now Account Technician.</li> </ul>	<p>In the 1<sup>st</sup> draft, Tax/Permit Representatives were placed at level 1 in the Fiscal Support Series. In the 2<sup>nd</sup> draft the class is placed in level 3 – with a new title, Accounting Specialist.</p>
<ul style="list-style-type: none"> <li>- Legislative series has no information available</li> </ul>	<p>Formal job specifications do not exist for these positions; therefore they were not available to the consultants.</p>
<ul style="list-style-type: none"> <li>- Utility Service Representative job title disappeared.</li> </ul>	<p>In the 1<sup>st</sup> draft, Utility Service Representatives I, II were placed in the Maintenance and Operations Series, level 2. In the 2<sup>nd</sup> draft these classes are placed in the Code Compliance Series – Utilities. The USR I class is in level 1 – Utility Customer Service Technician, and USR II is in level 2 – Utility Customer Service Technician.</p>
<ul style="list-style-type: none"> <li>- Project manager requirements/pre-requisites. Will there be substitution for experience?</li> <li>- MA I Series. Career ladder currently allows for advancement. Will that continue?</li> </ul>	<p>Minimum qualifications will have equivalencies for education and/or experience, where appropriate, just as they do in our current specifications. Yes, career ladders will continue.</p>
<ul style="list-style-type: none"> <li>- Why was the Revenue Supervisor put in accounting series?</li> </ul>	<p>The Revenue Supervisor was placed in the Fiscal Support Series, level 4 – Accounting Supervisor, due to activities involved in supervision of staff who work with the public, prepare and maintain revenue records including daily deposits and cashing, all of which comprise accounting for revenue.</p>
<ul style="list-style-type: none"> <li>- Customer service clerk, tasks, complexity and job duties are greater than where they were placed in structure.</li> </ul>	<p>In the 1<sup>st</sup> draft, Customer Service Clerk I, II were placed in the Administrative Support Series, level 1 – Administrative Support Assistant. In the 2<sup>nd</sup> draft, CSC I class is in Customer Service Series, level 1 – Customer Service Technician, and CSC II is in level 2 – Customer Service Specialist.</p>

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<p align="center"><b>Friday, March 23, 2007 10:00 am MSC</b></p>	
<p>– Trade and Mechanicals classes were placed with classes that do not match their job skills and skill levels</p>	<p>In the 1<sup>st</sup> draft, trades and mechanical classes were combined into one job family, the Trades and Mechanical Series. In the 2nd draft, these classes are in separate series 1) Mechanical Series and 2) Trades Series.</p>
<p>– Experience vs education (purchasing, storeskeeper, etc )</p>	<p>Minimum qualifications will have equivalencies for education and/or experience, where appropriate, just as they do in current specifications.</p>
<p>– Even though performing ½ of tasks in higher level, but not all, would that place them in lower level?</p>	<p>Allocation of individual employees has not occurred. Only classes have been placed into levels within job families. People will be allocated to classifications based on the information they supplied in their Position Description Questionnaire (PDQ). Placement will be determined not just by the number of tasks performed at a higher level, but also the time, effort and decision making required by those higher level tasks as compared to all tasks.</p>
<p align="center"><b>Friday, March 23, 2007 2:00 pm Waste Water Treatment Plant</b></p>	
<p>– Industrial mechanics don't do the same duties as other mechanics. (Skills, certifications, education are different) (electricians, environmental services)</p>	<p>In the 1<sup>st</sup> draft, Wastewater Treatment Plant Mechanic I, II, Lead and Supervisor were placed in the Trades and Mechanical Series. In the 2<sup>nd</sup> draft these classes are in the Utilities – Wastewater Treatment Mechanic Series.</p>
<p>– IT qualifications at Waste Water are different from those in other departments (Skills, certifications, education)</p>	<p>In the 1<sup>st</sup> draft, Water Systems Telemetry &amp; Distributed Control positions were placed in the Information Technology – Analyst Series. In the 2nd draft these classes are in the Utilities – Telemetry Systems Series.</p>

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<p align="center"><b>Monday, March 26, 2007 11:00 am City Hall</b></p>	
<p>– Code Compliance Inspector Series – how formed?</p>	<p>In the 1<sup>st</sup> draft, all inspectors (code, housing, building etc) were placed in the same job family, Code Compliance – Building Series. In the 2<sup>nd</sup> draft these classes are distributed into two new series: 1) Code Compliance Series (Code Enforcement Officers, Neighborhood Standards/Services, Sr Neighborhood Standards/Services, and Housing Program Supervisor); 2) Construction Inspection Series (Specialty and Combo Building Inspectors)</p>
<p>– Real Estate Finance Specialist placed in support category</p>	<p>In the 1<sup>st</sup> draft, Real Estate Finance Specialist I, II were placed in the Fiscal Support Series, level 2 – Accounting Specialist. In the 2<sup>nd</sup> draft, REFS I and II are in the Real Estate Finance Series, level 1 – Real Estate Finance Specialist.</p>
<p>– ISD Project Manager is not included in a series.</p>	<p>In the 1<sup>st</sup> draft, IT project management duties were included in the distinguishing characteristics of the Senior IT Analyst, Information Technology – Analyst Series. However in the 2<sup>nd</sup> draft, that series was eliminated. Project management duties are now included in the Senior Programmer Analyst, level 3, Information Technology Series – Programmer Analyst.</p>
<p>– Records Bureau requires unique skills (i.e. Police Data Transcriptionist)</p>	<p>In the 1<sup>st</sup> draft, these positions were placed in the Administrative Support Series. After review by the Resource Management Cabinet these positions remain in the Administrative Support Series because the skill sets needed are similar to others in the series.</p>
<p>– Tax/Permit Representative fits better in revenue collection specialist.</p>	<p>In the 1<sup>st</sup> draft, Tax/Permit Representatives was placed in the Fiscal Support Series, level 1 – Accounting Clerk. In the 2<sup>nd</sup> draft, Tax/Permit Reps are placed in the same series at level 3 – Accounting Specialist.</p>
<p>– Economic Development Analyst appears to have no room for career growth.</p>	<p>In the 1<sup>st</sup> draft, Economic Development Analyst was placed in the Management Analysis Series, level 2 – Management Analyst. In the 2<sup>nd</sup> draft the class is in the first level of the Economic Development Series.</p>

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<ul style="list-style-type: none"> <li>Legal Secretary I, II require different qualifications and duties some other administrative support positions.</li> </ul>	<p>In the 1<sup>st</sup> draft, Legal Secretary I, II were placed in the Administrative Support Series, level 4 – Administrative Support Specialist. In the 2<sup>nd</sup> draft, Legal Secretary I and II are in the Legal Support Series, level 1 – Legal Secretary.</p>
<ul style="list-style-type: none"> <li>Airports development mgr., training officer, convention center mgr. (delete), emergency services communications mgr.</li> </ul>	<p>Airports Development Manager, Convention Center Manager and Emergency Services Communications Manager are classes that were scheduled for deletion, prior to the Classification Study. Therefore, they were not included in the structure. Training Officer was also not included in the original draft structure, but has now been placed in the Program Series, level 5 – Program Manager.</p>
<ul style="list-style-type: none"> <li>The Planning series has three levels- Associate Planner, Planner and Supervising Planner. The description of the class is too generic, when the role and responsibilities are very specialized.</li> </ul>	<p>The creation of the job specifications will take place in the next phase of the study. Once the City receives the specs from FLA, we will have an opportunity to review and modify the specs to ensure specific tasks, knowledge, skills, abilities and responsibilities are appropriately included.</p>
<ul style="list-style-type: none"> <li>Student Aide/Intern and other temporary positions.</li> </ul>	<p>Temporary job classes are not included in this Study.</p>
<ul style="list-style-type: none"> <li>Rehabilitation Specialist reclassification</li> </ul>	<p>There is no existing position with this title. This may be a working title. Please provide additional information so that we can answer your inquiry.</p>
<p align="center"><b>Tuesday, April 3, 2007 2:00 pm MSC</b></p>	
<ul style="list-style-type: none"> <li>It appears as though there will be no promotional opportunities for Project Managers now.</li> </ul>	<p>The Project Management Series consists of three levels, Associate Project Manager, Project Manager and Supervising Project Manager. These positions offer promotional opportunities for individuals within the project management field.</p>
<ul style="list-style-type: none"> <li>Maintenance Service Workers in Fleet are not placed in the appropriate class.</li> </ul>	<p>Maintenance and Service Workers are placed in the Maintenance and Operations Series, level 1 – Maintenance and Operations Assistant. This series has undergone significant revisions from the original.</p>

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<p>– Radio Dispatcher, Sr. admin clerks, customer service clerks, account clerks and admin clerks in Solid Waste Mgmt. seem like they should be in the Customer Service job family.</p>	<p>In the 1<sup>st</sup> draft, Radio Dispatcher and Senior Administrative Clerk were placed in the Administrative Support Series, level 3 – Senior Administrative Support Technician. The Administrative Clerk and Customer Service Clerk were placed in the Administrative Support Series, level 1 – Administrative Support Assistant. Account Clerks were placed in the Fiscal Support Series, level 1 – Accounting Clerk.</p> <p>In the 2<sup>nd</sup> draft, Radio Dispatcher is in the Transit Series, level 2 – Transit Dispatcher. Customer Service Clerk I, II in the Customer Service Series. CSC I at level 1 – Customer Service Technician, CSC II at level 2 – Customer Service Specialist. Senior Administrative Clerk, Admin Clerk and Account Clerk I, II remain unchanged from the original placement because the skill sets needed are similar to others in the series.</p> <p>Employees may be performing duties more closely related to another classification. If that is the case, individuals will be placed in another classification based on the description of duties in their PDQ.</p>
<p>– Engineering Technician series appears as though movement within the series will result in a change from a civil service to at-will position.</p>	<p>The Engineering Support Series consists of four levels. Classes allocated to this series are represented. However should changes to bargaining units be necessary, this will occur within the formal meet and confer process.</p>
<p>– Community Service Officers are working out of class as crime analysts. Is there a possibility of reclassification during study?</p>	<p>City Administration, the Resource Management Cabinet, and the Personnel Services Department will review the status of pending classification requests to determine whether the City has the resources to finalize these, and if that action is appropriate at this time.</p>
<p>– Senior Administrative Clerks in PD are responsible for crime statistics with unique job duties. They should have separate positions.</p>	<p>In the 1<sup>st</sup> draft, these positions were placed in the Administrative Support Series. After review by the Resource Management Cabinet these positions remain in the Administrative Support Series because the skill sets needed are similar to others in the series.</p>

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<p align="center"><b>Wednesday, April 11, 2007 10:00 pm Airport Conference Room</b></p>	
<p>– Airport Maintenance Leadworker.</p>	<p>Airport Maintenance Leadworker is in the Maintenance and Operations Series, level 4 – Maintenance and Ops Specialist.</p>
<p>– Airport Building Maintenance Tech</p>	<p>Airport Building Maintenance Technician is in the Maintenance and Operations Series, level 3 – Senior Maintenance and Ops Technician.</p>
<p>– Similar jobs to Sr. Custodian at Airports are being paid more at SCCC &amp; Clovis Unified. Can we be compared to those agencies during the compensation study?</p>	<p>The organizations that the City will be compared to have not yet been selected. That step will come after completion of the classification structure and new job specifications. This will be a collaborative process. Generally, markets will be determined by the area in which the City competes for talent and those municipalities and organizations that are of comparable size and complexity to the City of Fresno. For example, we must compare to cities that have water utilities and airports.</p>